

COP Han

15 APR 1981

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Office Automation (OA)

1. As you both know, I am concerned about what appears to be a lack of office focus on the various aspects which make up the phenomenon loosely termed Office Automation. Not only are both your components involved, but of course SAFE is as well. For the present, however, I prefer to concentrate on those activities which are being pursued in Applications and Processing. A partial list would include AIM, SCRIPT, local and remote host-based word processing, the standard word processor, interim selection of leased word processors, automated registries, communications links between and among W/P's and VM, exploration of executive work station hardware and software, software support to the Delta Data 7260, ODP-conducted training on these matters, maintenance support for terminals and W/P's, possible ramifications of applications creating component access to large GIMS data bases like PERSIGN, etc.

2. I would like to ask the two of you to collaborate on a workable definition of Office Automation as it affects ODP and its customers, a list of activities which legitimately should be included in an ODP OA program, and a reasonably detailed proposal covering the near- and intermediate-term steps ODP should take to get a handle on this complex subject. My evaluation of the proposal will be colored by my ability to perceive who the "stuckee" or "stuckees" will be. I need warmer feelings about who's in charge of this increasingly important area of activity.

3. I would like to see your proposals by 18 May 1981.

/s/ Bruce T. Johnson

Bruce T. Johnson